

Guidance Notes on Application for Allocation of an Estate Premises for Operating an International School

Eligibility Requirements

1. The eligibility requirements of the applicant body are as follows:
 - (a) it is an approved charitable institution or trust of a public character exempt from tax under Section 88 of the Inland Revenue Ordinance; and
 - (b) (i) it is incorporated under the Companies Ordinance, with its memorandum and articles of association containing all the standard clauses and articles required for allocation of a school (See EMB Homepage: <http://www.emb.gov.hk/index.aspx?nodeid=246&langno=1>), or
 - (ii) it is incorporated under other ordinances, with its constitution satisfying the Permanent Secretary for Education and Manpower as being fit to be considered for allocation of a school.

Basic Principle of Allocation

2. Allocation is on a competitive basis. The basic principle for allocation is to select applicant bodies to operate quality international schools. Thus, the applicant body should:
 - (a) have good organisation structure, proper management and sound financial footing; and preferably
 - (b) have experience in running schools or social services, or have other relevant experiences.
3. An applicant body which has been served with a warning letter within two years by the Permanent Secretary for Education and Manpower for malpractice (e.g. excess pupils) will not be considered for allocation.

Proposed School Plan

4. Applicant bodies are required to submit a proposal for the new school, setting out the vision and mission; management and organisation; learning and teaching; support for students; intended student mix and admission policy, financial plan and fee policy, performance targets and accreditation mechanism, etc. School sponsoring bodies with school(s) under operation currently may make reference to other school(s) that they are operating and the respective performance of the school(s) to substantiate their case. Format of proposed school plan is at **Annex**.

Submission of Application Forms, Proposed School Plans and Supporting Documents

5. Application forms, proposed school plans and documentary proof of eligibility as detailed in paragraph 1 above should be sent to the Education and Manpower Bureau at the following address not later than **26 June 2006**:

Infrastructure and Research Support Division
Education and Manpower Bureau
Room 1427, 14/F, Wu Chung House
213 Queen's Road East
Wanchai, Hong Kong

The supporting documents should **NOT** be stapled together with the proposed school plan. Fifteen copies each of (i) the proposed school plan, (ii) accreditation reports of existing international schools for the past three years, if any; and (iii) list of operating schools with addresses and types (if applicable) should be submitted (fifteen copies in the form of diskettes or CD-ROM are also acceptable) but only one copy of the application form and supporting documents will suffice.

School Allocation Committee (SAC)

6. All applications will be considered by an SAC which comprises government officials and non-officials familiar with Hong Kong education system.

Enquiries

7. For enquiries, please call 2892 5436 or 2892 6391. For more information, please visit Education and Manpower Bureau's homepage at <http://www.emb.gov.hk/index.aspx?nodeid=246&langno=1>